

Coordinator of the Urban & Community Forestry Program **For the State of Hawaii**

I. BACKGROUND

The Urban and Community Forestry program is a United States Department of Agriculture program authorized as part of the Forestry Title of the 1996 Farm Bill passed by the 101st Congress. The purposes of the Urban and Community Forestry Program are to: 1) improve understanding of the benefits of preserving existing tree cover in urban areas and communities; 2) encourage owners of private residences and commercial properties to maintain trees and expand forest cover on their properties; 3) provide education programs and technical assistance to State and local organizations (including community associations and schools) to maintain forested lands and individual trees in urban and community settings and identify appropriate tree species and sites for expanding forest cover; 4) implement tree planting programs to complement urban and community tree maintenance and open space programs; 5) promote the establishment of demonstration projects in selected urban community settings to illustrate the benefits of maintaining and creating forest cover and trees; 6) promote understanding and practice of technically sound urban forest and tree maintenance; and 7) expand existing research and educational efforts intended to improve understanding of urban tree growth and maintenance, tree physiology and morphology, species adaptations, urban forest ecology, and the economic, environmental, social, and psychological benefits of trees and forest cover in urban and community environments.

The USDA, Forest Service in cooperation with the Department of Land and Natural Resources, Division of Forestry and Wildlife implements the Urban and Community Forestry Program in Hawaii. The program shall 1) assist State and local organizations (including community associations and schools) to successfully organize and conduct urban and community forestry projects and programs; 2) promote and support successful tree planting, maintenance, and protection projects in urban areas and communities; 3) identify and address opportunities for expanding tree cover in urban areas and communities; 4) assist

with the development of State and local planting and management plans involving trees and associated resources in urban areas; and 5) increase public understanding of the economic, social, environmental, and psychological values of trees and open space in urban and community environments and expand knowledge of the ecological relationships and benefits of trees and related resources in these environments.

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this initiative is to solicit proposals for consultant services to:

- A. Deliver the State Urban and Community Forestry Program to the people of Hawaii and cost-share funding of projects to improve urban forestry landscapes throughout the islands of Hawaii.
- B. Implement and revise the State Urban and Community Forestry Strategic Plan in conjunction with the State Urban Forestry Council. This plan will describe statewide actions necessary to accomplish State and local urban and community forestry objectives.
- C. Provide primary administrative support to the State Urban and Community Forestry Council. Council membership reflects the cultural diversity of the communities supported and is balanced with respect to representation from government, industry and nonprofit organizations concerned with urban and community forestry. The purposes of the Council are 1.) assist the Division of Forestry and Wildlife in developing the State Urban and Community Forestry Strategic Plan, 2.) recommend federal program and community based funding allocations for the State Urban and Community Forestry Program, 3.) seek out alternate funding sources appropriate for Urban & Community Forestry in Hawaii, 4.) build partnerships among all groups involved in urban and community forestry activities, 5.) develop criteria and evaluate proposals for tree planting, education, pilot and demonstration projects, 6.) facilitate networking and urban forestry technology transfer among partners, 7.) facilitate urban and community forestry information and education work, and 8.) insure that State Urban Forestry Programs are made available to all ages,

racess, and cultures.

- D. Develop capacity to support existing nonprofit, business and government urban and community forestry efforts in cities and communities.

III. SCOPE OF SERVICES

The consultant is to provide the following services:

- A. Work directly with the Cooperative Resource Management Forester in writing the USDA Forest Service Urban & Community Forestry Program grant proposals.
- B. Ensure that the program is following the 5-year plan of work as much as possible.
- C. Track all budgetary aspects of the program,
- D. Ensure that bi-annual reports are written and sent to the Forest Service on time, and that they reflect the overall scope, progress and needs of the program.
- E. Implement and revise the State Strategic Urban and Community Forestry Plan to reflect current goals and objectives of the program. The Plan shall specifically identify statewide urban forestry problems and opportunities for each island and propose actions to promote the expansion and improvement of urban forestry landscapes in Hawaii. The consultant needs to meet the objectives and goals of the program:
 - 1. Provide Urban and Community Forestry Program information to school children and teachers, adults, property owners, developers, and county and state agencies to help them qualify for program funding.
 - 2. Promote and increase urban forestry education activities including Arbor Day and tree give-aways, educational and informational projects including tree care activities, and tree planting and demonstration projects throughout the State.
 - 3. Coordinate an Urban Forestry Conference to bring people together in understanding the values and benefits of urban trees in our communities.
 - 4. Develop and distribute urban forestry information through a website newsletter for outreach, grant applications, technical information, and other urban forestry related news.

5. Administer the grant program to fund urban and community forestry projects throughout the islands of Hawaii.
- F. Provide primary administrative support and leadership to the State Urban and Community Forestry Council to assist the Department of Land and Natural Resources, Division of Forestry and Wildlife with the implementation of the State Urban and Community Forestry Program and Strategic Plan.
1. Consequently, the consultant must have a comprehensive understanding of the mandates providing for the implementation of the Urban and Community Forestry Program in Hawaii as authorized by the Forestry Title of the 1996 Farm Bill, Urban and Community Forestry Program of Title XII State and Private Forestry Program. The consultant will attend National Urban Forestry Conferences and State Coordinator's meetings to maintain comprehensive understanding of the National urban forestry program activities of other states and recent amendments of the federal mandates to operate the Urban and Community Forestry Program in Hawaii. Communication with other State Urban and Community Forestry Coordinators is essential to understanding the needs to direct the activities of Hawaii's program.
- G. Implement the Urban and Community Forestry Program in Hawaii based on the program's strategic plan and the Council's recommendations.
1. Recommend urban forestry project proposals to the State Urban and Community Forestry Council.
 2. Maintain eligibility requirements of the application process for enrollment of new applicants into the program.
 3. Monitor existing individual urban forestry projects that are funded by the program through completion.
 4. Work with project coordinators to report number of volunteers used to complete tree planting projects.

IV. SUMMARY OF CONSULTANT'S EXPERTISE NEEDED TO COORDINATE THE REQUIREMENTS OF THE URBAN AND COMMUNITY FORESTRY PROGRAM FOR HAWAII

- A. The consultant shall implement and revise the State Urban and Community Forestry Strategic Plan as appropriate to reflect current goals and objectives of the program. This plan shall have the primary purpose of accomplishing statewide actions necessary to meet State and local urban and community forestry program needs.
- B. The consultant shall provide administrative support and leadership of the State Urban and Community Forestry Council who advises Department of Land and Natural Resources, Division of Forestry and Wildlife with program delivery and implementation.
- C. The consultant shall demonstrate the skills, knowledge and experience to administer this Urban and Community Forestry Grant Program for Hawaii. In addition, the consultant shall have personal knowledge of the federal Urban and Community Forestry Program mandates in order to effectively implement the program in Hawaii.
- D. The consultant shall be responsible for helping the Department of Land and Natural Resources, Division of Forestry and Wildlife accomplish all facets of program development, implementation, monitoring and accountability with the federal mandate for urban and community forestry.
- E. The consultant shall establish tracking mechanisms that document the expenditures of approved urban forestry grants that meet the objectives and goals of the Urban and Community Forestry Program.

V. PROJECT DURATION

The project will start August 2004 with duration of up to twenty-four months and completion date no later than September 2006.

VI. PROJECT BUDGET

Depending upon receipt of annual federal funds by the Department of Land and Natural

Resources, Division of Forestry and Wildlife, the consultant will be paid accordingly to accomplish the goals, objectives and tasks identified herein.

VII. PROPOSAL PROCEDURES

A. Project Proposal Requirements (Step 1).

B. All proposals shall contain, but not limited to the following:

1. Qualifications

- a.) Statement of consultant's qualifications to accomplish program objectives and tasks as described in this RFP;
- b.) Explanation of how consultant will organize, develop, manage, implement and monitor this project including relationships with federal, state, and local governments, council members, profit and nonprofit organizations and the general public to meet the goals and objectives of the Urban and Community Forestry Program;
- c.) A general statement identifying the consultant's specialized experience and technical competence for the services and tasks identified under item number III, "Scope of Services." A statement of these qualifications should be supported by resume/curriculum vitae identifying how the consultant's qualifications meet these requirements;
- d.) The proposal shall provide the following information: name, address, e-mail and telephone number of the individual who may be contacted during the period of proposal evaluation.

2. Technical Specifications

- a.) A detailed statement of the scope of proposed tasks and services, including how the tasks required in the scope of services section, will be accomplished and how the proposed tasks will accomplish the goals and objectives of the Urban and Community Forestry Program;

C. Bid Proposal Requirement (Step 2).

A sealed bid price proposal will be prepared in a separate envelope submitted with the project proposal. The sealed bid price should include:

1. Detailed project budget requirements and cost estimation to meet the proposed work needs of the program and time frame needed to accomplish these services. The budget should address each of the major tasks, showing total direct costs (salaries, fringe benefits, travel, per diem, etc.) for the consultant including all other costs associated with the services provided (indirect costs and overhead, profit, and State excise tax, etc.)
2. A listing of hourly rates assumed by the consultant to include overhead, clerical costs, and taxes.
3. A statement of desired method and time frame of payment. The Department of Land and Natural Resources, Division of Forestry and Wildlife normally pays a consultant on the basis of invoices for services rendered. Final payment, including the amount retained, is paid upon satisfactory completion and acceptance of all work.

VIII. SUBMITTAL OF PROJECT AND BID PROPOSAL

A. This section describes the two-step procurement process, which requires bidders to submit:

1. Project Proposal, and
2. Bid Proposal

simultaneously in separately sealed envelopes. The Project Proposal and Bid Proposal shall be submitted at the same time and shall be due by 4:00 p.m. on Monday, August 13, 2004. Bidders must submit three (3) copies each of the Project Proposal and Bid Proposal.

B. Project Proposal

In Step 1, each Project Proposal will be opened and reviewed by an evaluation committee. At this stage, the Project Proposal shall first be reviewed for timeliness of

submission, completeness, and compliance with the general procurement requirements specified in this document. The Project Proposal shall not contain any reference to the total bid so that it may be evaluated strictly on the basis of technical merit.

The evaluation committee shall then conduct a comprehensive, fair and impartial appraisal of each Project Proposal submitted and assign a score as more fully described in the "Scoring Criteria," Section I. This procedure shall be attended by the evaluation committee, or any other members deemed necessary by the State, and shall NOT be subject to public attendance or public scrutiny. During this phase, the evaluation committee, in addition to reviewing documents submitted, may also conduct reference checks, telephone interviews, and/or site inspections to assess or verify consultants background.

The State reserves the right to determine what is in the State's best interest in this evaluation process and its decision shall be final. The State reserves the right to select portions of a proposal, or to reject any and all proposals.

The sealed Bid Proposal of bidders who fail to receive a minimum qualifying score (80 or more points) as described under "Evaluation Criteria" shall not be opened. Those bidders failing to receive a minimum qualifying score shall be (1) disqualified from further consideration, and (2) mailed a Notice of Disqualification, along with the bidder's sealed Bid Proposal.

In Step 2, the sealed Bid Proposals submitted by those bidders with a qualifying Project Proposal will be opened and evaluated.

C. Cost of Proposal Preparation

Costs for developing the proposals are solely the responsibility of the bidder, whether or not any award results from this solicitation. The State of Hawaii will provide no reimbursement for such costs.

D. Disposition of Proposal

All proposals become the property of the State of Hawaii. The successful proposal will

be incorporated into the resulting contract.

E. Notification

Each consultant will be notified in writing of the evaluation committee's selection decision.

F. Bid Evaluation

Award will not be made on the basis of price alone. The Total Bid Price shall be evaluated by taking into consideration the submitted bid price AND how well the bidder meets the criteria set forth below under Evaluation Criteria. Step 1 details the criteria to be used in judging bidder's project proposal and Step 2 sets forth and explains the formula to be used in evaluating the total bid price.

G. Evaluation Criteria

Before the merits of each proposal are evaluated, the Evaluation Committee shall evaluate each proposal to determine whether it complies with, and is responsive to, the project description and instructions. At this stage, proposals will also be reviewed for timeliness of submission, completeness, and compliance with the requirements and qualifications specified in this document.

Those proposals that do not comply with the requirements of the project description will be rejected from further consideration. A Notice of Disqualification shall be sent to those bidders whose proposals are disqualified under this section.

H. Determine of Responsibility

In order to qualify as responsible bidders, individuals must meet the following standards:

1. Adequate financial resources for performance, or the ability to obtain such resources, as required during performance;
2. Necessary experience, organization, technical qualifications, skills, and facilities or the ability to obtain them;
3. Ability to comply with the proposed or required time of delivery or performance schedule;
4. Satisfactory record of integrity, judgment and performance;

5. Otherwise qualified and eligible to receive award under applicable laws and regulations.

Bidders shall submit acceptable evidence of experience, organization, technical qualifications, skills, and facilities to perform the service called for in this document under scope of work.

I. Scoring Criteria

Those proposals that survive the Compliance Review shall be evaluated based upon seven (7) criteria deemed critical to the successful completion of all project requirements. The evaluation process will award points on a scale of 0 to 5 (0 = poor, 3 = fair, and 5 = excellent) for each criteria. Each member of the evaluation committee will score each proposal. Points awarded for each criteria will be multiplied by the weighted value given. The final scores of each proposal will be an average determined by assessing the total scores of all committee members. Proposals submitted will be evaluated using the following weighted criteria:

1. The professional qualifications and experience of the consultant to perform the work under scope of services. (Weighted Value 4)
2. Understanding of the federal mandate to implement the Urban and Community Forestry Program goals and objectives as authorized by the Forestry Title of the 1996 Farm Bill, Title XII State and Private Forestry, and proposed scope of services and the manner by which it needs to be accomplished to identify and improve Hawaii's urban forests. (Weighted Value of 4)
3. Demonstrate professional skills, expertise and experience to plan, coordinate, manage, implement, and monitor all program activities including compliance and knowledge of federal, state, and county laws relating to urban forestry. Show ability to direct public relation activities including newsletters and community outreach activities. Show familiarity with evaluation criteria for qualifying urban forestry projects for program funding including the development of a list that

identifies eligible and ineligible project cost-share expenses. (Weighted Value of 4)

4. Demonstrate professional experience to conduct the business and working relationship with the State Urban and Community Forestry Council that advises Department of Land and Natural Resources, Division of Forestry and Wildlife to fund approved urban forestry projects in Hawaii. This includes conducting collaborative problem-solving/planning or broad-based public and agency consensus-building processes. (Weighted Value 2)
5. Demonstrate ability to deliver the objectives of the State Urban and Community Forestry Strategic Plan. This plan shall describe statewide actions to increase urban forestry activities in local urban and community forestry areas in Hawaii. (Weighted Value 2)
6. Demonstrate ability and experience needed to coordinate and conduct an Urban Forestry Conference in Hawaii aimed at increasing urban forestry awareness and practices statewide. (Weighted Value 2)
7. Demonstrate ability to monitor program grantee accomplishments and private expenditures of approved urban and community forestry projects. (Weighted Value of 2)

J. Method of Award

The Department of Land and Natural Resources, Division of Forestry and Wildlife reserves the right to make the award to the consultant who submits a project proposal and bid proposal, or portions thereof, which meet the requirements set forth under the scope of work, section III, and other project requirements as provided. Award, if any, will be to the responsible bidder receiving 80 or more points in Step 1.

IX. CONTRACT EXECUTION

The successful bidder shall be required to enter into a formal contract, which will be approved by the Board of Land and Natural Resources. Upon execution of the contract, the State will issue a

Notice to Proceed specifying the contract commencement date. No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed. The State is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to official date.

X. SUBMISSION REQUIREMENTS

- A. The deadline for receipt of a typed project proposal and bid proposal, as specified in this document, is Monday, August 13, 2004 at 4:00 p.m.
- B. The respondent bidder agrees that the proposal shall constitute a firm offer to the Department of Land and Natural Resources, Division of Forestry and Wildlife and cannot be withdrawn for any reason after the due date for submission of the proposals. The respondent bidder shall agree that prices listed are firm and shall remain so throughout the performance of the work.
- C. The proposal shall be signed by the consultant interested in bidding for these services. It shall include the name, title, address, e-mail and telephone number.